



## **DES Environmental Leadership Initiative**

### ***Aspiring Leaders***

#### **Guidance for Reporting on Projects**

##### **1. Purpose and Applicability:**

This document is to give guidance to members of the *Aspiring Leaders* program on reporting project performance. The following principles will apply.

- a) Reporting will be as simple as possible for the members.
- b) Reports will be verifiable to the extent possible.
- c) Reports will be quantitative.
- d) Reports will be such that it is easy for DES to aggregate similar issues (for example, reduction in electricity use) across different member organizations.

##### **2. Reporting Process**

Each member's projects, goals, the associated method of measurement or reporting, and the month when reporting is needed, are each shown on their Goal Sheet. This is the suggested process:

1. Put the projects on the Goal Sheet into an Excel spreadsheet. DES wants to use Excel to allow for manipulating the numbers easier. A generic example of a completed report-spreadsheet follows. If you need a new copy of your Goal Sheet, contact DES.
2. Add columns to the right of the "Measured by" column for "Year 1," "Year 2," "Year 3."
3. In the column appropriate for the reporting year, put in the numerical performance you've achieved. Text comments should go below the overall grid of projects and numbers. DES very much wants your comments – each of these projects will have a story behind them. Sometimes these stories are more important than the numbers, and we want to capture them. This is also a good place to pose questions about methods, data sources, etc.
4. Occasionally, projects are not quantifiable, in which case type "N/A" in the relevant place and write text below the grid.
5. Send the completed spreadsheet to DES as an email attachment (preferred) or by ordinary mail.

6. Include, attach, or send separately supporting material as necessary. The goal here is to be able to verify that you've actually accomplished what you say you've accomplished. Examples of relevant supporting material are: copies of invoices or weight slips from your solid waste contractor, and copies of utility bills. Black out information you don't want to share. For instance, if your goal is to cut gallons of fuel oil use, you can show the delivery volumes and black out the price.

And remember to call DES as needed. We want to help you to make this as easy as possible.

### **Example of Aspiring Leaders progress reporting format**

<b>Goal No.</b>	<b>Description</b>	<b>Numerical Goal</b>	<b>Measured by:</b>	<b>Year 1 Performance</b>	<b>Year 2 Performance</b>	<b>Year 3 Performance</b>
<b>1</b>	Decrease ( <i>pollutant</i> ) emissions	X% by 2012	Monitoring Reports as required under Permit #xyz123	Q%		
<b>2</b>	Use less ( <i>material</i> )	Y% by 2012	Purchasing invoices	0%		
<b>3</b>	Decrease electrical energy use	Z\$ by 2012	Utility Co. billings, normalized by degree-days	Z+10%		

#### Example explanatory comments:

1. We reached Q, which is only half-way to X, by making adjustments to the (*pollutant*) control device, improving its performance. Monitoring reports are on file with the DES (*pollutant-control*) Bureau. (Note to readers: This is an appropriate way to provide back-up documentation.) We will look at upstream process improvements for further reductions.
2. Our largest customer requires (*material*) in the product. We have been negotiating with them on alternatives that we feel give better performance, and we've agreed with them on acceptable testing to prove our alternative's performance. We hope to have this resolved in the current year.
3. We re-lamped the (*part of our facility*) and installed programmable thermostats throughout the plant, and that resulted in better energy reductions than we expected. We will keep looking for ways to continue savings.